

# Senior Investment Analyst

---

The Senior Investment Analyst is responsible for collecting monthly cashbooks from the 104 retirement systems in Massachusetts analyzing investment returns, investment fees of consultants and managers. Ensure retirement boards are providing monthly reports in a timely manner to ensure compliance with investment fees and consultant fees. Review annual statements from boards to ensure boards general accounting principles are followed. Assist boards with investment, cashbook and accounting entry inquiries. Analyze and produce annual report of the systems rate of returns for publication by June 1 working in collaboration with other units at PERAC. Assist with educational materials on investment related topics to assist board administrators and board members with their educational credits as mandated by statute.

1. Collects monthly cash book data from retirement boards, monthly and /or quarterly pooled fund statements from investment managers and monthly custodian statements.
2. Enters data daily from retirement system accounting records, investment manager reports and custodian reports into Investment application in order to ultimately produce rates of returns for individual retirement systems. Annual Report is completed by June 1.
3. Responsible for reporting any issues which may arise relating to data input and performance calculations of the retirement system to the Deputy Executive Director, and ,where warranted, the Audit Staff.
4. Will be responsible for the computation of performance for the pension funds and performance calculations and verification as needed.
5. Upon request of the Deputy Executive Director, review portfolios for compliance with statutory and regulatory guidelines making written recommendations to Director.
6. Acquire a working knowledge of statutes, rules and regulations relating to the investing of public pension funds in the Commonwealth through on the job training.
7. Responsible for producing and analyzing performance measures for retirement systems as it may apply to c.68 "Municipal Act", upon the request of Deputy Executive Director and Executive Director.
8. Will respond to questions on matters relating to the investment accounting of pension funds with consultants and retirement systems.
9. Performs other work related duties or special projects as assigned by Deputy Executive Director and Executive Director.

## **Minimum Entrance Requirements:**

Candidate must have ability to communicate effectively both verbally and in writing. Ability to multi-task and work independently and ability to work cooperatively with others, to be part of a team, to work together. Proficient in Microsoft Office Applications.

A Bachelor's Degree with a concentration in accounting, business administration or business management.

Salary Range – 50,000-85,000

Send Resume and Employment Application to:  
Human Resources  
Public Employee Retirement Administration Commission  
5 Middlesex Ave., Suite 304  
Somerville, MA 02145  
Employment application may be obtained @ [www.mass.gov/perac](http://www.mass.gov/perac)

An Equal Opportunity/Affirmative Action Employer. Minorities, women, persons with disabilities and veterans are strongly encouraged to apply.